

SIGN PERMIT APPLICATION

THE VILLAGE OF MOUNT PLEASANT

8811 CAMPUS DRIVE, MOUNT PLEASANT, WI 53406 | P: (262) 664-7800

***STAFF USE ONLY**



1. PERMIT NUMBER*: SN-__-__

2. PROJECT/SUBJECT PROPERTY LOCATION

Street Address	
Parcel ID Number	
Zoning District	
Lot Frontage (ft)	
Building Frontage (ft.)	

3. APPLICANT'S INFORMATION

Name					
Phone Number					
Mailing Address	Street				
	City		State		Zip
E-Mail Address					

4. PROPERTY OWNER'S INFORMATION

Name					
Phone Number					
Mailing Address	Street				
	City		State		Zip
E-Mail Address					

5. SIGN DIMENSIONS AND MATERIALS

	Sign #1	Sign #2	Sign #3	Sign #4
Type (On Building, Freestanding, Pedestrian, Highway)				
Status (New, Amendment, Face Change)				
Size (ft ²)				
Height from Grade (ft)				
Setback (To property line)				
Illuminated (Yes/No)				
Electronic (Yes/No)				
Materials (Wood, Metal, Vinyl, etc.)				
Permit Fee* (\$)				

SIGN PERMIT APPLICATION

6. REQUIRED SUBMITTAL DOCUMENTS

- ☐ Applicants must submit a site plan that shows the location and setback of each sign. Applicants must submit plans drawn to scale. The Village will accept County aerial photos or other aerials with parcel lines.
- ☐ Applicants must submit a color rendering or photo of each sign showing the dimensions, materials, and appearance.
- ☐ If the sign is an amendment or a face change, the applicant must submit a picture of the current conditions of the sign.
- ☐ If the sign is temporary, the applicant must submit placement and takedown dates.
- ☐ Applicants shall provide payment in cash or a check made out to the *Village of Mount Pleasant*.

7. PROPERTY OWNER AUTHORIZATION

- 7.1. I have read the application and the attached documentation, and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.
- 7.2. I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.
- 7.3. I understand and agree that all required inspections will be requested two business days in advance, and it is the applicant's responsibility to ensure that required inspections have been requested, completed, and approved.
- 7.4. If inspections are not required, and the applicant does not request optional inspections, I acknowledge that I will construct the permitted signage in compliance with the Village Code of Ordinances and the submitted, approved plans. Failure to do so will result in the Village issuing a zoning violation ordering the signage into compliance, or removal at the cost of the property owner or applicant.
- 7.5. I authorize the Village or its acting agent to enter the subject property, as described in Section 1.
- 7.6. I authorize the party(s) listed on this application to act on my behalf regarding the subject property described above.

Applicant's Signature		Date:	
Property Owner's Signature		Date:	

8. DEVELOPMENT DISCLOSURE

- 8.1. It is the property owner and applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Wisconsin State Building Codes, Wisconsin State Department of Natural Resources, FEMA, Wisconsin State Department of Transportation and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner and applicant to obtain such permits and comply with their conditions of approval prior to submitting this application.
- 8.2. The applicant acknowledges that the Village could incur substantial costs throughout the review process and that it is appropriate for the applicant to be financially responsible for expenses related to the development process rather than the Village residents. Thus, the applicant agrees to pay the Village all reasonable costs for engineering, planning, legal, and administrative expenses incurred by the Village because of this application.
- 8.3. Both parties acknowledge that the payment of funds and executing this application does not imply any outcome or decision by the staff of the Village, the Plan Commission, or the Village Board of Trustees.
- 8.4. It is the property owner and applicant's responsibility to provide the Village all necessary legal documentation related to the property, including but not limited to: proof of ownership, receipts, surveys, deed restrictions, vacation records, or easement records.
- 8.5. I acknowledge, understand, and agree, that all I will provide relevant documentation to the Village and that I will obtain all required permits and consent before the start of construction, adhering to all conditions of approval.

Applicant's Signature		Date:	
Property Owner's Signature		Date:	

9. STAFF INTAKE*

Total Fees			
Intake Staff Name		Date:	
Staff's Signature of Completeness		Date:	